

Valles Caldera Trust

Job Title: Archaeological Technician

Agency: Valles Caldera Trust

Job Announcement Number: 13-VCT-03

THIS POSITION WILL NOT BE POSTED ON USAJOBS

SALARY RANGE: \$15.00 to 15.00/Per Hour

OPEN PERIOD: Monday, Feb. 25, 2013 – Friday, March 8, 2013

SERIES & GRADE: GG-0102-05

POSTION INFORMATION: Full Time – Temporary (not-to-exceed 6 months)

DUTY LOCATION: 1-4 vacancies in Jemez Springs, NM

WHO MAY APPLY: United States Citizens

JOB SUMMARY:

ON THE VALLES CALDERA TRUST: The Valles Caldera Trust (VCT) is a wholly owned government corporation subject to the Government Corporation Control Act. The Trust was created by the Valles Caldera Preservation Act of 2000 to preserve and protect the historic Baca Ranch in the Jemez Mountains in north-central New Mexico. The ground breaking legislation that provided for the federal purchase of this 89,000-acre ranch nestled inside a volcanic caldera also created a unique experiment in public land management. The agency, i.e., the Trust, operates a working ranch, as well as a variety of other agricultural, educational, recreational, and scientific operations in a dynamic developing enterprise.

This position is part of the VCT Cultural Resources Program, Sciences Services Division. The incumbent of this position will conduct field work on the Valles Caldera National Preserve (VCNP) in north-central New Mexico. Office duties are conducted at the Valles Caldera Trust administrative office in Jemez Springs, NM.

The Archaeological Technician will participate in fieldwork within the VCNP. Fieldwork will include mostly survey with only limited testing/excavation. Prehistoric sites on the Preserve are dominated by large and small scatters of obsidian artifacts. Successful applicants will possess a high degree of interest in lithic technology, obsidian studies, and high altitude adaptations. The field crew will include members with widely varying levels of experience and specialized interest including historic archaeology, geoarchaeology, and spatial and landscape analyses.

Outdoor work is performed at high elevations (8000-10000 feet) in rugged terrain. This includes steep, wet, muddy, rough, uneven surfaces. The position requires physical exertions such as: bending, crouching, stooping, stretching, reaching or similar activities. Incumbent should be capable of working alone or with other people during early morning hours and during the day.

Most field work in the 2013 field season will involve pedestrian inventories, site documentation, post-fire site assessments, and only limited amount of site testing/excavation. All fieldwork involves in-field analysis of obsidian artifacts. The technician completes artifact description, data entry, site form entry, and field maps and drawings. Work may involve completing field documents and seasonal data logs; compiling and interpreting collected data. The technician works within field crews under the direction of the Crew Chief Archaeologist; post-field office work is under the direction of the Cultural Resources Coordinator.

Contact Information Regarding Duties of the Position: Ana Steffen, Cultural Resources Coordinator at 505-428-7730.

KEY REQUIREMENTS

- U.S. Citizenship
- Driver's License

DUTIES:

Archeological Data and/or Documentation Preparation

Performs a variety of computations and assessments of standard archaeological data, such as entering archaeological artifact and projects data in appropriate forms and databases. Produces site and survey maps.

Fieldwork in Support of Archeological Surveys

Performs recurring assignments independently, referring problems or unfamiliar situations to a supervisor, such as transferring GPS data to a GIS program loaded in a computer to create a map or completing site records forms. Conducts cultural resource surveys of areas designated for various projects. Records sites and monitors affected sites during these project activities.

QUALIFICATIONS REQUIRED:

Basic Requirements: A candidate must have had one (1) year of specialized experience equivalent to the GS-4 level. Specialized experience is experience that is directly related to the work of the position for which application is made.

Examples of specialized experience include, but are not limited to: Knowledge of established methods and techniques for archaeological field surveys, recording historic and prehistoric cultural resources, and testing archaeological sites; familiarity with use of geographic mapping and navigation of terrain with and without use of GPS technology; monitoring project implementation to assure that preservation recommendations are achieved; compiling data for reports, such as cultural resource inventories that document environmental cultural context, methodologies, and findings.

OR

Successful completion of a full 4-year course of study leading to a bachelor's degree with courses such as anthropology, archaeology, archaeological surveying, cultural geography, historical archaeology, or other directly related courses.

OR

A combination of education and experience may be used to meet the total experience requirement. Successful completion of an undergraduate archaeological field school may be applied to experience.

HOW YOU WILL BE EVALUATED:

Your application will be evaluated and rated under the Valles Caldera's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses to the knowledge, skills and abilities included in this vacancy announcement. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligible's.

The knowledge, skills, and abilities described below will be used to determine which applicants are considered "well qualified".

1. Ability to perform strenuous fieldwork
2. Knowledge of established methods and techniques for archaeological field survey, detailed recording of cultural resources (e.g., historic artifact, lithic artifact analysis), and testing of archaeological sites.
3. Experience with the archaeological record, geography, ecology, geology, and of the Southwestern and Western U.S., and preferably the Jemez mountains.
4. Skill using compass, aerial photos, and topographic maps to locate sites, prior use of Trimble GPS units during fieldwork; familiarity with standard office software (i.e., Microsoft Word and Excel), database software (i.e., Microsoft Access) or GPS/GIS software (e.g., Terrasync, ArcMap, ArcPAD).

BENEFITS:

You will earn annual vacation leave.

You will earn sick leave.

You will be paid for federal holidays.

OTHER INFORMATION:

This position is in the Excepted Service. This position is being filled by an alternative hiring process and is not in the competitive civil service.

Applicants who wish to be notified as to the status of their application will need to provide an e-mail address as part of their application.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Recommended: SF-181 Race and National Origin http://www.opm.gov/forms/pdf_fill/sf181.pdf

Government housing may be available. No pets are allowed.

Position is equivalent to: GS 05.

HOW TO APPLY:

Your application package must be submitted via hard copy mail and must be post marked by the closing date of this announcement. Applications submitted via e-mail will not be accepted. Hand delivered application packages will also be accepted if they are received by 4:30 pm on closing date of announcement.

A specific application form is not required.

Submit Your Application Package To:

Valles Caldera Trust
Attention: 13-VCT-03
18161 State Hwy 4
PO Box 359
Jemez Springs, NM 87025

REQUIRED DOCUMENTS:

1. Your Résumé/Application
2. A copy of your College Transcripts. (Non-official copies are acceptable)
3. At least 3 professional references (Name, title, and contact information)

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted via mail or hand-delivered. Please be sure to include all of the following information in your resume as applicable:

Job Information:

1. Required resume/application information:
 - Job Announcement Number
 - Title of position you are applying for.
 - Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). An e-mail address, if you wish to be notified as to the status of your application.
 - Country of Citizenship.
2. Education:
 - Colleges and/or Universities attended, city, state and zip code.
 - Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours. Transcripts are not required in the application unless your qualification for the position depends on education level.
3. Required work experience information:
 - Job titles, grade (if applicable), duties, and accomplishments of past work experience, both paid and non-paid (indicate which).

- Specific dates and hours of employment, both paid and non-paid related to the position for which you are applying (do not provide copies of job descriptions). Indicate full-time or part-time work schedules.
- Employer's name and addresses
- Supervisor's name and phone number. Indicate if your current supervisor may be contacted.
- If ever employed by the Federal Government, provide the highest Federal civilian grade held and job series.

4. Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- Job-related certificates and licenses (type and year).
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents.

AGENCY CONTACT INFO:

Lenda Folks, Administrative Clerk
Phone: 505-661-3333

Ana Steffen, Supervisory Cultural Resources
Coordinator,
Phone: 505-428-7730

WHAT TO EXPECT NEXT:

We expect to make a selection within 45 days of the closing date of this announcement.

EEO POLICY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

REASONABLE ACCOMMODATION:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS INFORMATION:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. Veterans' preference does not apply to positions in the Senior Executive Service or to internal agency actions such as a reassignment or promotion. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Activity Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.

LEGAL AND REGULATORY GUIDANCE:

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Your Social Security Number will be required at time of hire.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.